

## **Friends of Loomis Library Executive Board Position Description**

**Title:** Community Engagement Librarian  
**Date:** April 24, 2017  
**Salary:** \$60,000/year  
**Benefits:** Health, Dental, Vision package

### **Job Summary:**

Plans, organizes, and supervises the operations of the Loomis Library and Community Learning Center (LLCL); ensures the LLCL provides community-focused services through outreach and partnerships; provides information and readers' advisory services to the public; organizes and conducts programs for a broad range of library users; provides supervision and leadership to LLCL staff; and performs other related duties as assigned.

### **Duties include:**

- Manages the LLCL.
- Develops and recommends plan of services to the Friend's Executive Board.
- Oversees collection development.
- Acts as a representative of LLCL to the public; develops and maintains positive relationships and partnerships with key stakeholders; promotes the LLCL within the community; develops and delivers presentations to community groups.
- Tracks maintenance needs.
- Manages community room rental and use.
- Coordinates programming based on community need.
- Supervises LLCL staff.
- Reports monthly to the Library Board of Trustees.
- Keeps current in library practices, procedures and technology.

### **Required knowledge, skills and abilities:**

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science.
- Committed to excellence in customer service and maintaining a positive customer experience.
- Communicate utilizing excellent interpersonal, oral and written communication skills.
- Strong time-management and organizational skills.
- Act as an effective and articulate representative of the LLCL to the public, partner agencies and local officials.
- Exercise sound judgement and make independent decisions.
- Prepare progress and proposal reports in a clear, logical manner.
- Learn, interpret, explain and apply LLCL's policies and procedures.

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- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.
- Ability to initiate, organize, and follow through on programs, services, and projects.
- Thorough knowledge of library resources: print, non-print and virtual.
- Operate personal electronic devices (computer, tablet, etc.) and software programs.

**Experience:**

Three (3) years of progressive library experience is required preferably in a public library environment.

**Education:**

Bachelor's Degree and/or Library Teaching Credential required. Masters of Library Science from an ALA accredited college or university preferred.

**Physical and Environmental Conditions:**

- Ability to stand, walk, carry, and bend from 76% to 100% of the time;
- Ability to reach, stoop, squat, crouch and push carts and bins from 51% to 75% of the time;
- Ability to climb, balance, kneel, pull and sit from 25% to 50% of the time;
- Ability to work at waist level, between waist and shoulder level and above shoulder level from 34% to 66% of the time;
- Ability to lift and carry bins and boxes of Library materials weighing up to 50 pounds 33% of the time, 20 pounds from 34% to 66% of the time and 1-10 pounds from 67% to 100% of the time;
- Ability to push/pull and maneuver book carts weighing up to 200 pounds 50% of the time;
- This position requires repetitive motion of hands/wrists up to 75% to 100% of the time;
- Must be able to manipulate small materials including labels, and general office tools;
- Specific vision abilities for this job include close vision and the ability to adjust focus;
- Work environment involves everyday risks or discomforts that require normal safety precautions typical of a Library or workroom setting;
- Follow all safe work place policies and procedures with regard to office equipment, accident prevention and observance of fire and building safety regulations;
- Possible exposure to angry or hostile individuals and to personally offensive Library materials;
- Must be able to transport oneself to the assigned work location in a timely manner.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.